POLAR ACTIVE

System Guide

POLAR®

LISTENS TO YOUR BODY

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1. INTRODUCTION

The Polar activity monitoring solution can consist of the following parts and devices:

- **polargofit.com** web service for tracking and sharing activity data,
- **Polar Active™** activity monitor for following and recording daily activity data,
- **Polar FlowLink®** data transfer unit and **Polar WebSync** software for transferring activity data to polargofit.com,
- **Activity monitor management system** case for storage and transport of Polar Active activity monitors,
- **Lessons for Life** teacher's guide book for practical information and tips on applying activity and heart rate monitoring in physical education,
- **Activity progress poster** for manual tracking of daily activity,
- **Polar Active quick guide poster** for simple instructions of Polar Active use, and
- **Activity zones poster** for explanations of activity zones.

Getting the most out of the activity monitoring solution

See the following user guides for further instructions and information:

- polargofit.com web service's user guide,
- Polar Active activity monitor's user manual,
- Polar WebSync software's help,
- Activity zones poster, and
- Polar Active quick guide poster.

2. POLARGOFIT.COM

The polargofit.com web service enables teachers and students to track students' daily activity and time spent in the different activity zones.

Teachers can use polargofit.com for organizing courses and groups. They can also follow and document each student's activity and improvement in and out of the classroom. The web service makes it easy to create reports and track long-term progress. The data can also be shared with parents and administrators.

Students can use polargofit.com to review their daily activity and learn a healthy lifestyle.

Activarium

Activarium (purchased separately) is a game in polargofit.com that students play individually and as a group with the activity data they collect on their activity monitors.

Computer requirements

- Internet connection
- Compatible web browser (Microsoft Internet Explorer 7 or newer, Apple Safari 4 or newer, Mozilla Firefox 3 or newer)
- 1024 x 768 resolution display or better

Additional requirements for data transfer with FlowLink and WebSync:

- Microsoft Windows XP/Vista/7, or Mac OS X 10.5 or newer (running on Intel platform)
- Free USB port for FlowLink

Additional requirements for Activarium:

- Adobe Flash Player

Setting Up Polargofit.com

The school receives the first user credentials to polargofit.com service when the licenses are purchased. After login, more user accounts can be created within the limits of purchased licenses. It is recommended that each teacher has their own user account because created courses are attached to teacher accounts. Separate accounts help to organize courses more efficiently. Courses are shown for all teachers but only the teacher who created the course can edit it.

We recommend that the following steps are completed when the polargofit.com web service is taken into use. School settings can also be modified later with any teacher user account.

All the steps are completed in the **School** section of the web service. For further instructions, see the web service's user guide online.

1. Log in to the web service on the polargofit.com home page (www.polargofit.com).
2. Import or add students in the **Students** tab.
3. Add (register) the activity monitors to the web service in the **Monitors** tab. A FlowLink and WebSync are needed when adding monitors to the web service. You can download WebSync at **www.polar.fi/support**.
4. Configure evaluation types in the **Evaluation** tab. The default grade limits can also be used.
5. Create user accounts for the other teachers in the **Teacher** tab. The teacher user accounts are limited based on the number of purchased licenses. Remember to inform your colleagues about the user accounts.

Continue by adding the first courses in the **Courses** section.

3. FIRST STEPS

Follow the steps below to start using the activity monitoring solution. In order to transfer activity data from Polar Active activity monitors, you need to add (register) Polar Active activity monitors to the polargofit.com service.

1. Set up the polargofit.com web service according to the instructions in chapter **Setting Up Polargofit.com**. Make sure you have a FlowLink data transfer device available and the WebSync application installed.
2. Create a course in the web service.
3. Assign the activity monitors to students. Activity monitors are set up individually for the students.
4. Give the activity monitors to the students. The activity monitors are worn on the wrist.
5. Download the activity data from the activity monitors to the web service weekly by using FlowLink and WebSync. Polar Active has room for 21 days in the Activity diary. During an activity measurement period, if the activity data is not transferred from the activity monitor to the web service, the activity monitor stops recording activity data after 21 days of use.

If your school has not purchased polargofit.com licenses, activity monitoring can be started manually by setting up the Polar Active activity monitors by hand. Daily activity can be tracked without the web service by using Activity progress poster. For more information on the activity monitors, see the Polar Active's user manual.

4. ACTIVITY MONITOR MANAGEMENT SYSTEM

With each activity monitor management system case you get:
- number strips and
- case identification pads.

A case can accommodate 12 activity monitors. The cases are named according to the Polar Active monitor IDs. The monitor IDs consist of a letter (A-Z) and a number (1-48). The monitor ID tells which case the activity monitor belongs to. The monitor IDs are set to the activity monitors in polargofit.com when the monitors are added to the web service.

Typically the activity monitors for the first case are A1-A12, for the second case B1-B12 or A13-24, and so on. You can also create a teacher specific case system, and name the monitors and cases based on, for example, the first letter of teacher's name.

Using the case

After adding the activity monitors to polargofit.com (see **Setting Up Polargofit.com**), tag the cases accordingly. For instruction pictures, see page 8 of this user manual.

1. Select the number strips and case identification pads which correspond to the monitor IDs of the first case.
2. Remove the adhesive cover from the back of the number strips, and attach the strips on the grooves on the case (see picture 1). Make sure the number strips are attached in such a way that the numbers are in an upright position when the case is hung on the wall.
3. Insert the case identification pad to the case's pocket (see picture 1).
4. Tag the remaining cases in the same way.

Placing the monitor in the case:

1. Fold the activity monitor as shown in picture 2.
2. Place the folded activity monitor into the slot so that the monitor display can be easily read.

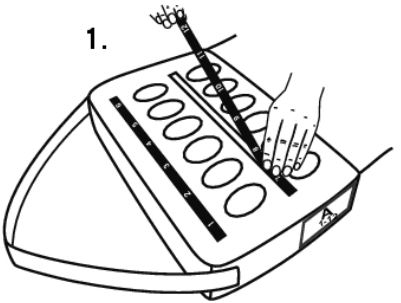
The easiest way to pick up the activity monitor from the slot is shown in picture 3.

After the activity monitors are assigned to the students for the activity measurement period, the top row of the activity monitor's display shows either the monitor ID or the assigned student's polargofit.com username. It is easy for the student to locate their activity monitor from the case.

You can print out a student list for the course in the polargofit.com web service and place the list into the case's pocket on the top flap.

Hanging on the wall:

The case can be hung on the wall by the carrying strap.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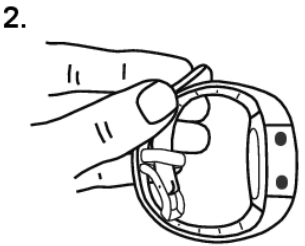
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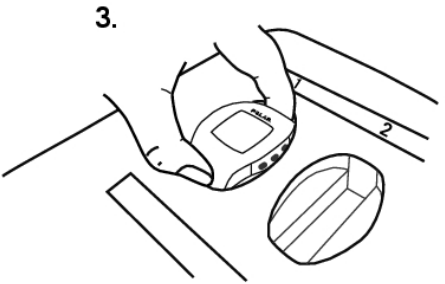

3.
2

5. DATA TRANSFER

A Polar FlowLink data transfer unit and Polar WebSync software (version 2.4 or newer) are needed for data transfer between the activity monitors and polargofit.com. WebSync can be downloaded at **www.polar.fi/support**. To install WebSync, download the installer, run it and follow the instructions on the screen.

Use data transfer to:
- add activity monitors to the polargofit.com web service,
- assign activity monitors to students when creating courses, and
- download activity data from the activity monitor to polargofit.com.

The activity monitor is placed on the FlowLink with the display facing down. When the activity monitor is detected and WebSync is running, WebSync prompts for polargofit.com user credentials. The WebSync icon turns green in the task bar (Windows) / menu bar (OS X) at the same time.

I want to	Location in polargofit.com	WebSync	Flowlink
add activity monitors to the web service for my school	School > Monitors	Start if the software is not already running. If there is a WebSync icon in the task bar (Windows) / menu bar (OS X), the software is ready to be used.	Plug into USB port.
assign activity monitors to students for a course	Courses > Create a course > Assign monitors / Courses > select course > Assign monitors		
download activity data from an activity monitor to the web service	-		

Working with several activity monitors

When WebSync confirms with a green tick that the activity monitor is okay, leave the software running and place the next activity monitor on the FlowLink. If you accidentally closed WebSync, it prompts for the user credentials again when needed.

Student's username and password

Student needs user credentials if he/she wants to download activity data to the web service. The same user credentials are used with polargofit.com and WebSync. Student's username is "school-alias/student-ID", for example *polar-school/johnadams*. Student's password is generated in polargofit.com.

Adding activity monitors to web service

Polar Active activity monitors must be added (registered) to the polargofit.com web service before they are taken into use.

1. Log in to the web service on the polargofit.com home page (www.polargofit.com) with teacher user credentials.
2. Go to **School** > **Monitors**.
3. Click **Register monitors to school**.
4. Select a label/case (A-Z) for the activity monitor from the drop down list. Monitors can be added to one letter at a time. Click **Start**.
5. Make sure WebSync is running and the FlowLink is plugged into the USB port. If WebSync is not installed, download the installer at **www.polar.fi/support**.
6. Place the first activity monitor on the FlowLink with the display facing down. The activity monitor must be activated by pushing any of the buttons before placing it on the FlowLink.
7. WebSync prompts for polargofit.com user credentials.
8. As soon as a green tick appears for the activity monitor in WebSync and polargofit.com, place another activity monitor on the FlowLink. Follow the progress in WebSync.
9. After adding all the activity monitors for the selected case letter, click **Finish** to return to the **Monitors** tab.

The monitor ID, date and time are updated to the activity monitor when they are added to the web service.

Assigning activity monitors to students

Activity monitors must be assigned to students while creating a course to transfer activity data to web service.

1. Log in to the web service on the polargofit.com home page (www.polargofit.com) with teacher user credentials.
2. Create a new or edit an old course in **Courses** section.

3. Click **Assign monitors** on course page.
4. Make sure WebSync is running and the FlowLink is plugged into the USB port. If WebSync is not installed, download the installer at **www.polar.fi/support**.
5. Place the first activity monitor on the FlowLink with the display facing down.
6. WebSync prompts for polargofit.com user credentials.
7. As soon as a green tick appears for the activity monitor in WebSync and polargofit.com, place another activity monitor on the FlowLink. Follow the progress in WebSync.
8. Click **Finish** to return to the course page.

Downloading activity data from activity monitor to web service

1. Make sure WebSync is running and the FlowLink is plugged into the USB port. Place the first activity monitor on the FlowLink with the display facing down.
2. WebSync prompts for polargofit.com user credentials.
3. As soon as a green tick appears for the activity monitor in WebSync, place another activity monitor on the FlowLink.
4. Log in to the web service on the polargofit.com home page (www.polargofit.com) using either teacher or student user credentials to review the activity data.

For more information, see WebSync help and polargofit.com user guide.

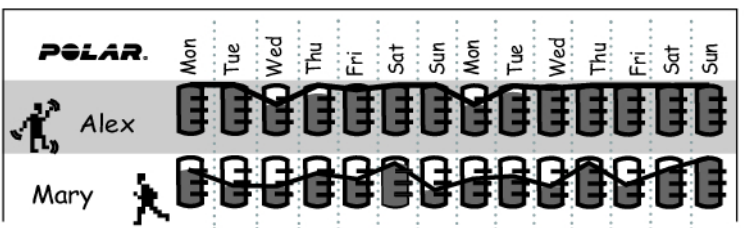
6. ACTIVITY PROGRESS POSTER

The poster is for manual follow-up of daily activity. The poster is designed to be reusable. Use a non-permanent marker to be able to wipe the markings away.

1. Fill in the dates as column headings on the top row of the poster.
2. Fill in student's names as row headings.
3. Students color the activity bar based on daily activity.

After the activity measurement period, each student's activity bars are connected to get the progress curve.

See the Polar Active's user manual or the Polar Active quick guide poster for instructions on how to read the activity monitor's diary.



7. IMPORTANT INFORMATION

Care and Maintenance

Activity monitor management system
Clean the case with a damp cloth, excluding the foam parts. Never use alcohol or any abrasive material (steel wool or cleaning chemicals). Keep in a cool and dry place. Do not store in a damp environment or inside non-breathable material such as a plastic bag.

Activity progress poster
Use a non-permanent marker. Wipe the old markings away with a dry or moistened cloth or paper towel.

Polar Active
Clean with a mild soap and water solution, dry with towel. Do not press buttons under water. Never use alcohol or any abrasive material (steel wool or cleaning chemicals). Keep in a cool and dry place. Do not store in a damp environment, in non-breathable material such as a plastic bag or a sports bag. Do not expose to direct sunlight for extended periods.

Activity and heart rate monitors can be sanitized with a disinfectant, such as Simple Green d Pro 5®.

Precautions

Polargofit.com web service is designed to enable tracking and documenting of students' daily activity and time spent in different activity zones. No other use is intended or implied.

We recommend teachers to obtain written consent from the students' parents for using the activity monitor.

Minimizing Possible Risks
Physical activity and exercising may include some risks. Before beginning a regular exercise program, answer the following questions concerning your health status. If you answer yes to any of these questions, consult a physician before starting any exercise program.

The following questions are for children. You can find the questions for adolescents and adults from the full user manual.

- Have you been physically inactive?
- Do you have symptoms of any disease?
- Are you taking heart or any other medication?
- Do you have a history of breathing problems?
- Are you recovering from a serious illness or medical treatment?
- Do you use a pacemaker or other implanted electronic device?

If you feel unexpected pain or excessive fatigue when exercising, stop the exercise or continue at a lighter intensity.

If you are allergic to any substance that comes into contact with your skin or if you suspect an allergic reaction due to using the product, check the listed materials in Technical Specifications.

Medical Devices In Professional Use

Medical devices in professional use sets high standards for the manufacturer, distributor and user of a medical device. Polar offers user instructions and training for professional users in order to ensure the safe use of Polar devices.

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